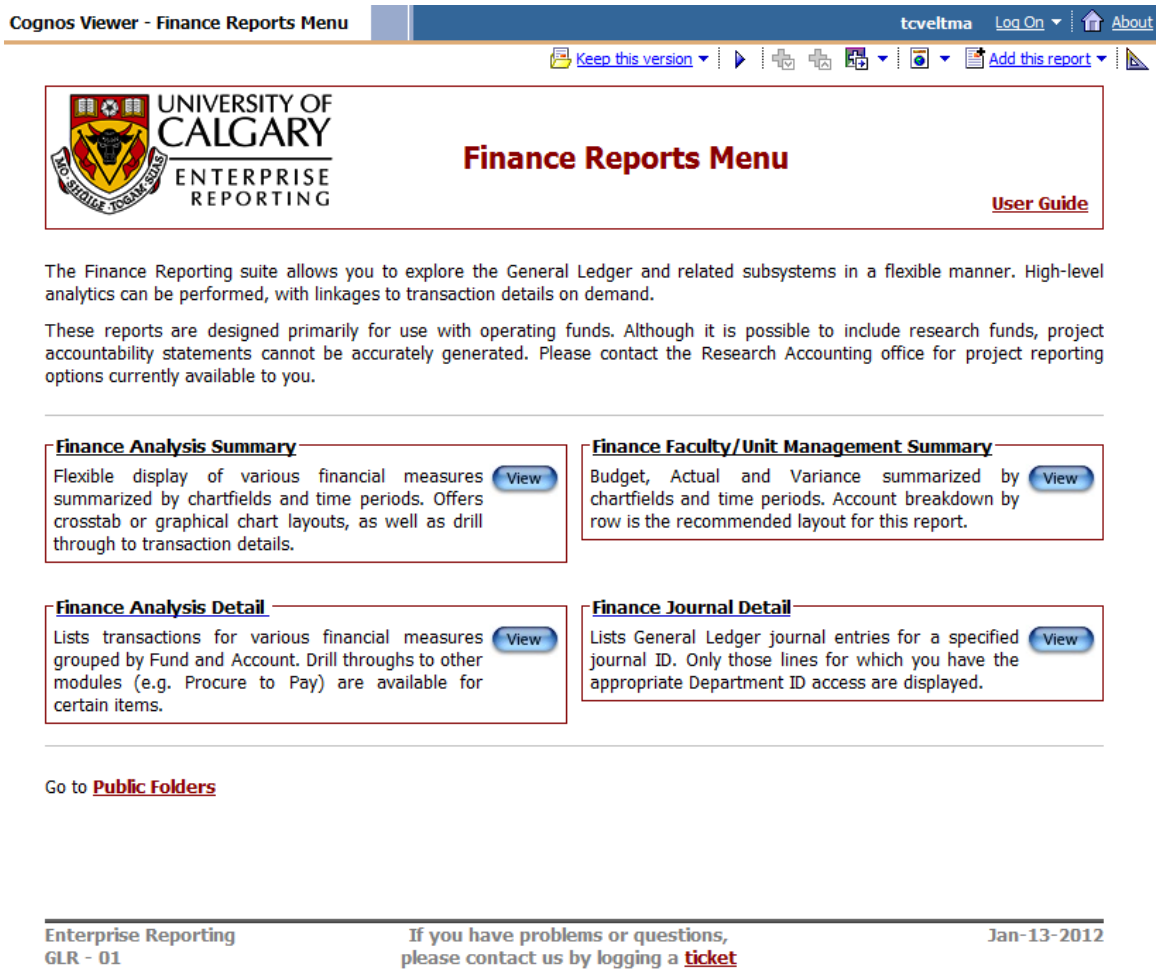
Finance General Ledger User Guide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Finance Reports Menu
User Guide
The Finance Reporting suite allows you to explore the General Ledger and related subsystems in a flexible manner. High-level analytics can be performed, with linkages to transaction details on demand.
These reports are designed primarily for use with operating funds. Although it is possible to include research funds, project accountability statements cannot be accurately generated. Please contact the Research Accounting office for project reporting options currently available to you.
Finance Analysis Summary
Flexible display of various financial measures summarized by chartfields and time periods. Offers crosstab or graphical chart layouts, as well as drill through to transaction details.
View
Finance Faculty/Unit Management Summary
Budget, Actual and Variance summarized by chartfields and time periods. Account breakdown by row is the recommended layout for this report.
View
Finance Analysis Detail
Lists transactions for various financial measures grouped by Fund and Account. Drill throughs to other modules (e.g. Procure to Pay) are available for certain items.
View
Finance Journal Detail
Lists General Ledger journal entries for a specified journal ID. Only those lines for which you have the appropriate Department ID access are displayed.
View
Go to Public Folders
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GLR - 01
If you have problems or questions, please contact us by logging a ticket
Jan-13-2012

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1 Overview

1.1 *What is Finance/General Ledger?*

The Finance Reporting suite allows you to explore the General Ledger and related subsystems in a flexible manner. High-level analytics can be performed, with linkages to transaction details on demand.

1.2 *How current is the data?*

Report data is updated nightly. The numbers shown on a report run today are current as of the previous day.

1.3 *What reports are available?*

- **Finance Analysis Summary**
  - Flexible display of various financial measures summarized by chartfields and time periods. Offers crosstab or graphical chart layouts, as well as drill through to transaction details.
- **Finance Analysis Detail**
  - Lists transactions for various financial measures grouped by Fund and Account. Drill throughs to other modules (e.g. Procure to Pay) are available for certain items.
- **Finance Faculty/Unit Management Summary**
  - Budget, Actual and Variance summarized by chartfields and time periods. Account breakdown by row is the recommended layout for this report.
- **Finance Journal Detail**
  - Lists General Ledger journal entries for a specified journal ID. Only those lines for which you have the appropriate Department ID access are displayed.

1.4 *Getting help and information*

If the user manual does not provide you with the information you need, or to request access to Enterprise Reporting, contact IT by:

- **Phone** – (403) 220-5555
- **Email** – itsupport@ucalgary.ca
- **Submit a help ticket** – Click the help ticket link at the bottom of any report page and follow the instructions.

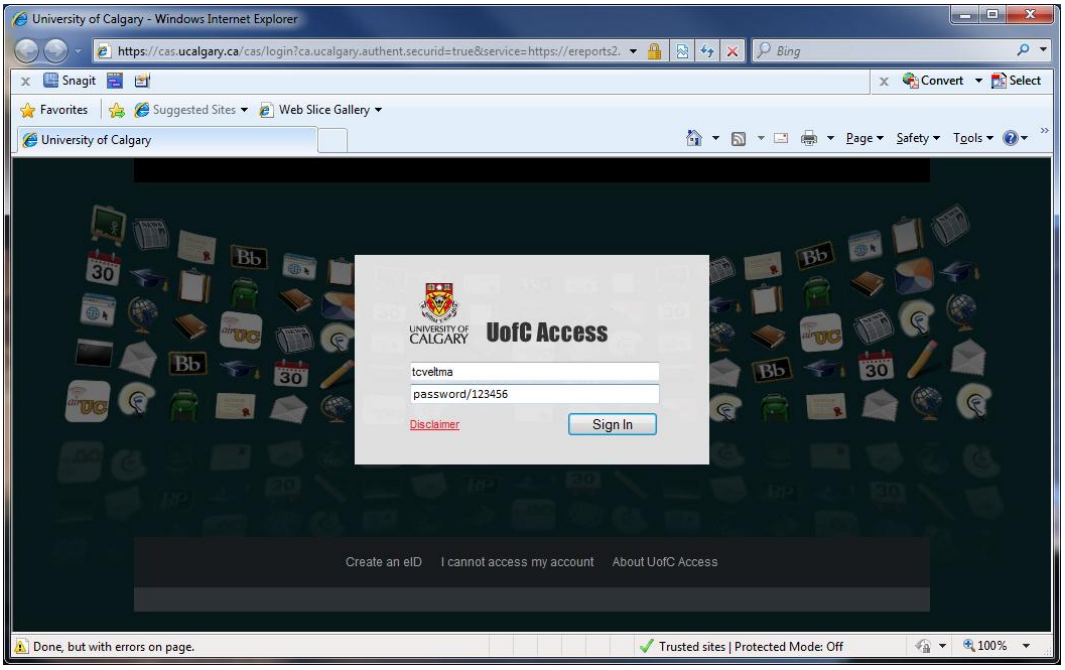
2 Accessing the Finance Main Page

2.1 *How to access*

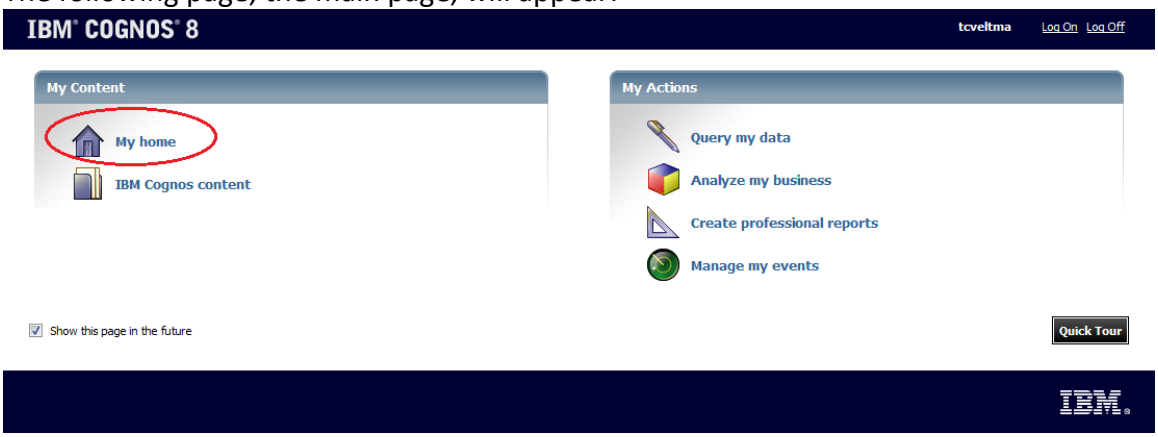
1. Go to https://ereports2.ucalgary.ca and click on “Login to Enterprise Reporting” in the Quick Links sidebar:

http://ereports2.ucalgary.ca/ereports/
Welcome to Enterprise Rep...
UofC - THIS IS NOW
Prospective Students • Current Students • Alumni • Community
IT • MY U OF C • CONTACTS
Go
UNIVERSITY OF CALGARY
INFORMATION TECHNOLOGIES
Enterprise Reporting
Home
Finance
Human Resources
Other
Research
Student
Supply Chain
Home
Reports +
Application Services +
Enterprise Reporting 101 +
Training
Request Access
Troubleshooting
Contact Us
Site Map
Quick Links
Login to Enterprise Reporting
Login to Planning - "Budget and Variance Forecast"
Student Dashboard
Human Resources Reports
Graduate Program Advisor Reporting
We like to think our work speaks for itself
If you need better information, then talk to the
Enterprise Reporting Team
What is Enterprise Reporting?
Enterprise Reporting involves providing Business Intelligence to the client and/or business by delivering detailed information relevant to decision-making throughout an organization. Enterprise reporting combines many areas of an organization such as Finance, Accounting, and Operations under a comprehensive reporting system which allows vital information to be shared throughout the organization.
“Individuals at all organizational levels and job functions, as well as supply chain partners and customers, rely on powerful, flexible enterprise reporting systems that present targeted data in the most consumable format for day to day operations.” – Microstrategy.com
Who are we?
Enterprise Reporting (ER) is a unit within University of Calgary Information Technologies (UCIT) comprised of a diverse group of specialists from both the business and technology areas. The ER team is responsible for defining, designing and developing the data architecture for the university. In addition, we provide an enterprise reporting toolset and strategy which is focused on enabling self-service access to information for all faculties and departments with appropriate security and approvals processes in place.
The ER team has developed an enterprise data warehouse and business intelligence strategy to support the information and decision support needs of the institution. We develop standard data structures, data integration methods, metadata and provide a standard reporting toolset. To support this strategy we provide ongoing training, report services and data analysis services.
At the University of Calgary, our Business Intelligence environment consists of standard reports, dashboards, and ad-hoc query models which cover a number of diverse subject areas. In addition, Enterprise Reporting (ER) supports a set of applications including eFIN (Research Reporting), eProj, Academic Performance Review and Planning (Institutional Budget and Forecast Models and reporting).
Please feel free to contact us by phone: 403-220-5555 ext. 1
Or visit us on the 10th floor, Earth Sciences, at the University of Calgary

2. The My UofC screen will appear. Type in your eID and your password in the form of “PIN/SecureID”:

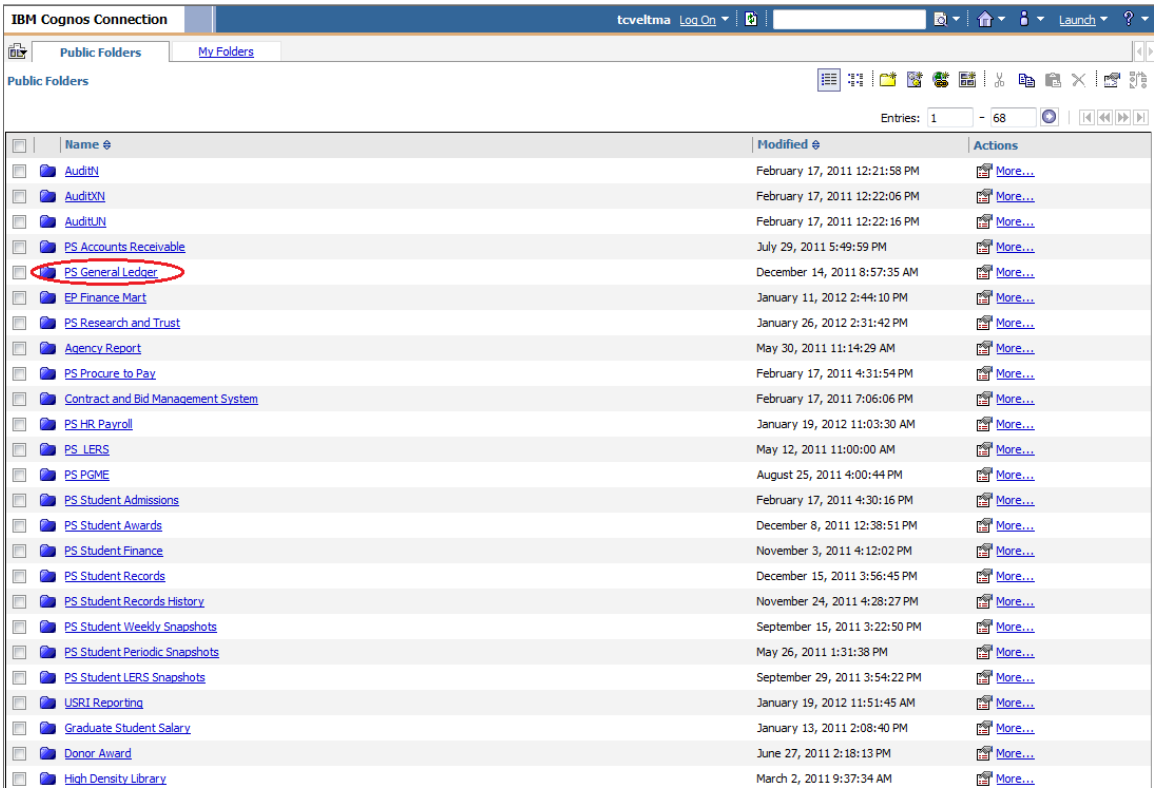


The following page, the main page, will appear:

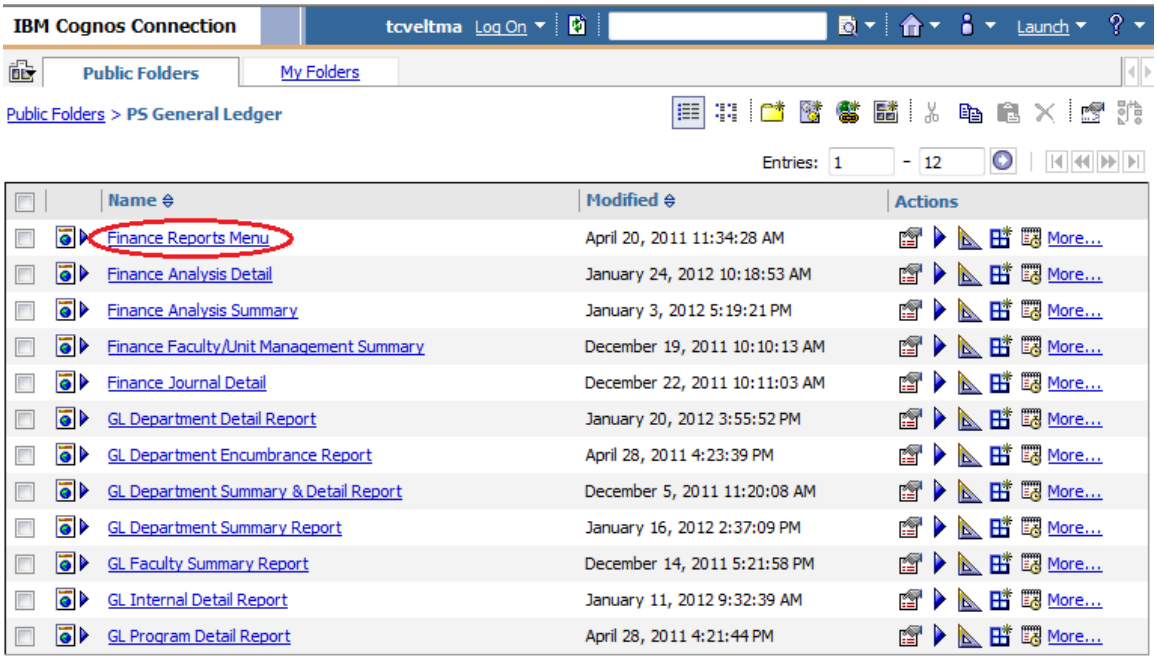


The main page displays the various content and actions you can perform from within the Cognos reporting environment. Select “My home” to access the reports.

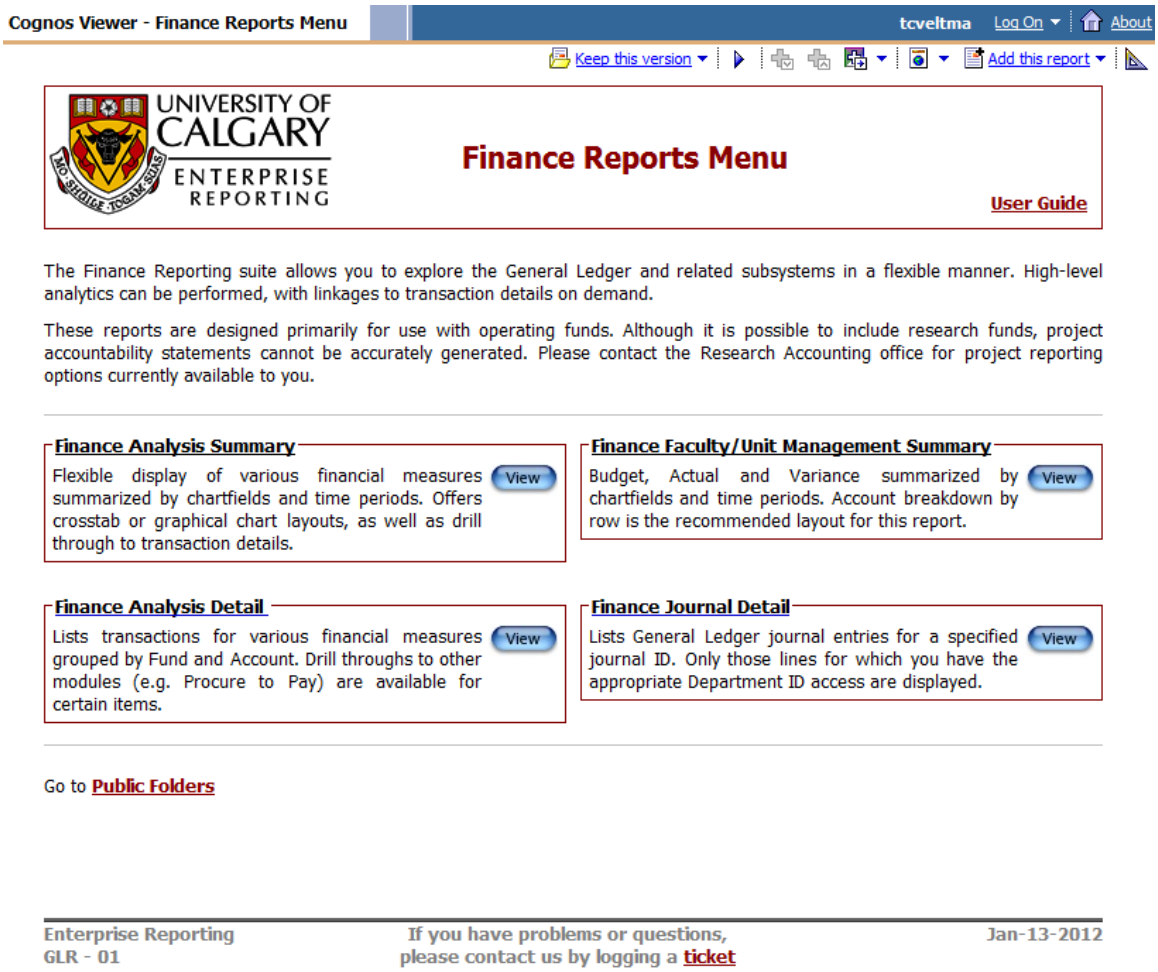
The resulting page is the “Public Folders” page:


IBM Cognos Connection
tcveltma Log On
Launch
Public Folders
My Folders
Public Folders
Entries: 1 - 68
Name
Modified
Actions
AuditN February 17, 2011 12:21:58 PM More...
AuditXN February 17, 2011 12:22:06 PM More...
AuditUN February 17, 2011 12:22:16 PM More...
PS Accounts Receivable July 29, 2011 5:49:59 PM More...
PS General Ledger December 14, 2011 8:57:35 AM More...
EP Finance Mart January 11, 2012 2:44:10 PM More...
PS Research and Trust January 26, 2012 2:31:42 PM More...
Agency Report May 30, 2011 11:14:29 AM More...
PS Procure to Pay February 17, 2011 4:31:54 PM More...
Contract and Bid Management System February 17, 2011 7:06:06 PM More...
PS HR Payroll January 19, 2012 11:03:30 AM More...
PS_LERS May 12, 2011 11:00:00 AM More...
PS PGME August 25, 2011 4:00:44 PM More...
PS Student Admissions February 17, 2011 4:30:16 PM More...
PS Student Awards December 8, 2011 12:38:51 PM More...
PS Student Finance November 3, 2011 4:12:02 PM More...
PS Student Records December 15, 2011 3:56:45 PM More...
PS Student Records History November 24, 2011 4:28:27 PM More...
PS Student Weekly Snapshots September 15, 2011 3:22:50 PM More...
PS Student Periodic Snapshots May 26, 2011 1:31:38 PM More...
PS Student LERS Snapshots September 29, 2011 3:54:22 PM More...
USRI Reporting January 19, 2012 11:51:45 AM More...
Graduate Student Salary January 13, 2011 2:08:40 PM More...
Donor Award June 27, 2011 2:18:13 PM More...
High Density Library March 2, 2011 9:37:34 AM More...

From the Public Folders page, select “PS General Ledger” to bring up the General Ledger/Finance page:


IBM Cognos Connection
tcveltma Log On
Launch
Public Folders
My Folders
Public Folders > PS General Ledger
Entries: 1 - 12
Name
Modified
Actions
Finance Reports Menu April 20, 2011 11:34:28 AM More...
Finance Analysis Detail January 24, 2012 10:18:53 AM More...
Finance Analysis Summary January 3, 2012 5:19:21 PM More...
Finance Faculty/Unit Management Summary December 19, 2011 10:10:13 AM More...
Finance Journal Detail December 22, 2011 10:11:03 AM More...
GL Department Detail Report January 20, 2012 3:55:52 PM More...
GL Department Encumbrance Report April 28, 2011 4:23:39 PM More...
GL Department Summary & Detail Report December 5, 2011 11:20:08 AM More...
GL Department Summary Report January 16, 2012 2:37:09 PM More...
GL Faculty Summary Report December 14, 2011 5:21:58 PM More...
GL Internal Detail Report January 11, 2012 9:32:39 AM More...
GL Program Detail Report April 28, 2011 4:21:44 PM More...

From the General Ledger main page, select “Finance Reports Menu” to bring up the menu of all available reports: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GLR - 01
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Jan-13-2012

2.2 *What is this page for?*

This page is the entry point for viewing all Finance reports. All reports can be run from this page. Currently there are four reports:

1. Finance Analysis Summary
2. Finance Analysis Detail
3. Finance Faculty/Unit Management Summary
4. Finance Journal Detail

3 Finance Analysis Summary

3.1 *What is this report for?*

This report displays various financial measures summarized by chartfields and time periods.

3.2 *Mandatory parameters*

Rows – Select the item to be displayed along the left side of the crosstab, or the Y-axis of a chart.

Columns – Select the item to be displayed along the top of the crosstab, or the X-axis of a chart.

Values – The financial measure to summarize by the selected row and column items. Subtotals are displayed along the bottom and right sides of the crosstab, except for when time periods are displayed with Encumbrance and Pre-Encumbrance.

Display – Choose how the data is to be presented on screen. More than one display type can be enabled.

Period – Select a time frame for the data. You can click on a single period in the right hand box, or select multiple values by holding down the CTRL or SHIFT key while clicking. The default level applied is Fiscal Year. To filter by a different time granularity, select a period type in the left hand box and press the Apply >> button. This is the only mandatory filter for the report.

3.3 *Optional parameters*

Department – Choose one or more Departments to filter the report by. To quickly scroll to a particular Department, highlight any entry in the right hand box and begin typing the first few numbers of the ID. You can change the scope of the prompt by selecting a different Department hierarchy level in the left hand box and pressing the Apply >> button. Please note that even if you select an entire Faculty or VP area, you will only receive data for those Department IDs you are authorized to view; contact the IT Support Centre if you are unsure about your security settings. If nothing is selected, the report will run for all Departments that you have access to.

Fund – Click on one or more checkboxes to narrow your search down to specific Fund(s). If nothing is selected, the report will run for all available Funds.

3.4 *Additional Parameters*

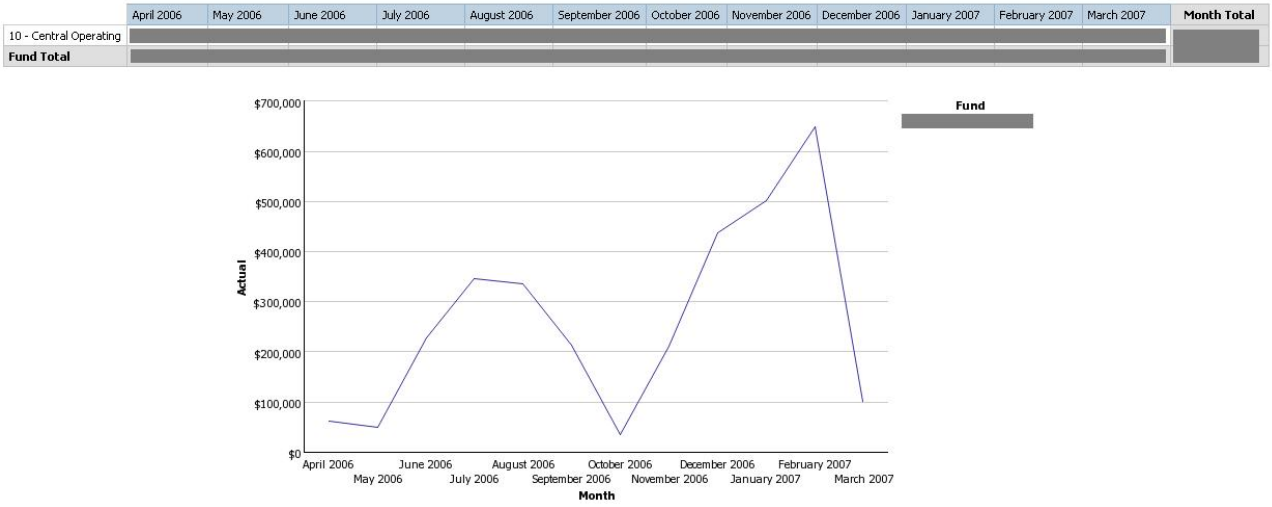
Less commonly used filters are hidden by default to save space, but they can be revealed by selecting ON and pressing the Refresh button.

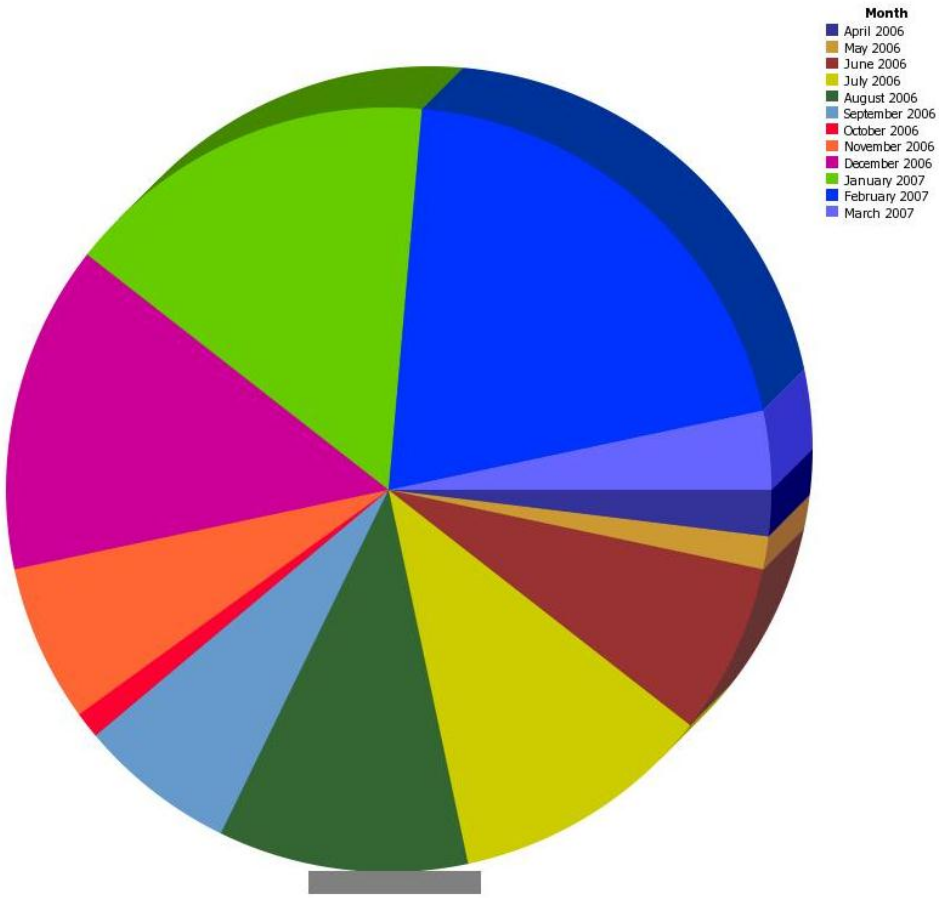
Program – Type a Program code into the search box and click the Search button. Any match found will appear in the left hand Results box; highlight it and press the Insert button to filter the report. Multiple items can be added to the Choices box by performing additional searches. Please note that data security is by Department; you will see values for Programs as long as they are within the Department IDs that you have access to. Filtering by a specific Program will not display all transactions if some are outside your faculty/unit.

Internal – The Internal code search prompt works the same way as the Program search. If a series of desired Internal codes begin with the same first few characters, you can type the beginning of the code and obtain multiple search results. In order to filter Internals *out* of the report, type a single space in the search box and click the Search button. A "Not Assigned to Internal" item will appear which can be added to the Choices box.

3.5 *The Results*

An example of the resulting report is displayed below:





3.6 *How to read the report*

This report displays summarized data in a customizable crosstab format. The rows and columns of the crosstab can be set to any combination of chartfield or time period, with one of four different financial measures as the contents.

Results can optionally be displayed as bar, line or pie graphs using the selected rows and columns as the X and Y-axis, as shown above.

Actual and Budget are cumulative across all chartfields and fiscal periods. Encumbrance and Pre-Encumbrance are monthly snapshots that represent commitment levels at a point in time. They can be aggregated by chartfield, but not by period.

A blue underlined value indicates that a drill through to transaction details is available for that item. Click on a link to launch the Finance Analysis Detail report in a new browser window. It will display all detailed information that composed a particular crosstab cell. Charts can also be clicked on to see transaction data for specific bars, line points or pie slices. Be careful when attempting to drill through on items that may have large numbers of transactions (e.g. entire years or faculties), as this may take a long time to produce.

4 Finance Analysis Detail

4.1 *What is this report for?*

This report displays transaction level information for any one of four different financial measures, grouped and subtotaled by Fund and Account.

4.2 *Mandatory parameters*

Values – The financial measure for which to display transactions. Subtotals are provided by Fund and Account group.

Period – Select a time frame for the data. You can click on a single period in the right hand box, or select multiple values by holding down the CTRL or SHIFT key while clicking. The default level applied is Month. To filter by a different time granularity, select a period type in the left hand box and press the Apply >> button. This is the only mandatory filter for the report. It is highly recommended that you limit the chosen Period to a few months or less, especially for Actuals due to the potentially large number of transactions.

4.3 *Optional parameters*

Department – Choose one or more Departments to filter the report by. To quickly scroll to a particular Department, highlight any entry in the right hand box and begin typing the first few numbers of the ID. You can change the scope of the prompt by selecting a different Department hierarchy level in the left hand box and pressing the Apply >> button. Please note that even if you select an entire Faculty or VP area, you will only receive data for those Department IDs you are authorized to view; contact the IT Support Centre if you are unsure about your security settings. If nothing is selected, the report will run for all Departments that you have access to.

It is highly recommended that you choose only a few Departments at most, especially for Actuals due to the potentially large number of transactions.

Fund – Click on one or more checkboxes to narrow your search down to specific Fund(s). If nothing is selected, the report will run for all available Funds.

4.4 *Additional parameters*

Less commonly used filters (e.g. Program and Internal) are hidden by default to save space, but they can be revealed by selecting ON and pressing the Refresh button.

Program – Type a Program code into the search box and click the Search button. Any match found will appear in the left hand Results box; highlight it and press the Insert button to filter the report. Multiple items can be added to the Choices box by performing additional searches. Please note that data security is by Department; you will see values for Programs as long as they are within the Department IDs that you have

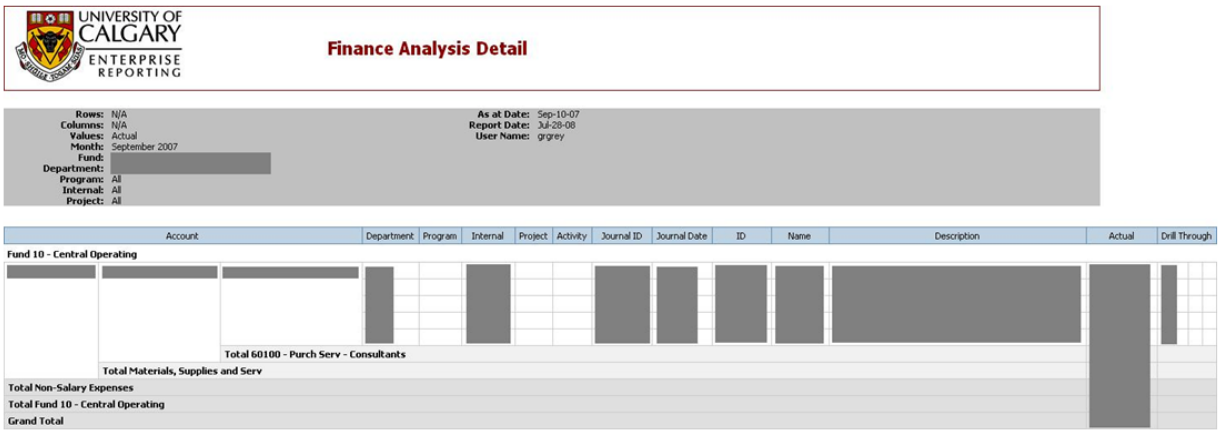
access to. Filtering by a specific Program will not display all transactions if some are outside your faculty/unit.

Internal – The Internal code search prompt works the same way as the Program search. If a series of desired Internal codes begin with the same first few characters, you can type the beginning of the code and obtain multiple search results. In order to filter Internals *out* of the report, type a single space in the search box and click the Search button. A "Not Assigned to Internal" item will appear which can be added to the Choices box.

Project – The Project code search prompt works the same way as the Program search. If a series of desired Project codes begin with the same first few characters, you can type the beginning of the code and obtain multiple search results. In order to filter Projects *out* of the report, type a single space in the search box and click the Search button. A "Not Assigned to Project" item will appear which can be added to the Choices box. This filter is provided for troubleshooting purposes only; accurate Project balances cannot be obtained, particularly if some transactions are input to the wrong Department.

4.5 *The Results*

An example of the resulting report is displayed below:



4.6 *How to read the report*

The data is arranged to group by fund and account, and to display details about the fund and account across the columns.

Actual and Budget are cumulative across all chartfields and fiscal periods. Encumbrance and Pre-Encumbrance are monthly snapshots that represent commitment levels at a point in time. They can be aggregated by chartfield, but not by period.

A blue underlined value indicates that a drill through to further details is available for that item. Click on a Journal ID to launch the Finance Journal Detail report in a new browser window. In addition, some transaction types have a drill through link to other reporting packages outside of PS General Ledger, such as Accounts Payable Vouchers, Expense Sheets, Purchase Orders, Requisitions, and others which are being continually added to the report. You must have permission to use the target reporting package for a drill through to work. If you need to obtain access to additional packages, please contact the IT Support Centre.

5 Finance Faculty/Unit Management Summary

5.1 *What is this report for?*

This report is a specialized version of the Finance Analysis Summary, meant for Budget to Actual comparison. A Variance calculation is provided, as well as a color-coded Variance percentage ranging from green (healthy) to red (requires attention).

5.2 *Mandatory parameters*

Rows – Select the item to be displayed along the left side of the statement. Account Mid-Level and Detail are rendered in a nested layout. All other row types are displayed as a single level, similar to the Finance Analysis Summary report.

Columns – Select the item to be displayed along the top of the statement. For each value, the columns Budget, Actual, Variance and Variance % are shown.

Column Totals – Optionally display an extra column showing the sum of all other columns. For example, if the twelve months April 2008 – March 2009 are displayed along the top of the report, the total Budget, Actual, Variance and Variance % for all months will also be shown.

Period – Select a time frame for the data. You can click on a single period in the right hand box, or select multiple values by holding down the CTRL or SHIFT key while clicking. The default level applied is Fiscal Year. To filter by a different time granularity, select a period type in the left hand box and press the Apply >> button. This is the only mandatory filter for the report.

5.3 *Optional parameters*

Department – Choose one or more Departments to filter the report by. To quickly scroll to a particular Department, highlight any entry in the right hand box and begin typing the first few numbers of the ID. You can change the scope of the prompt by selecting a different Department hierarchy level in the left hand box and pressing the Apply >> button. Please note that even if you select an entire Faculty or VP area, you will only receive data for those Department IDs you are authorized to view; contact the IT Support Centre if you are unsure about your security settings. If nothing is selected, the report will run for all Departments that you have access to.

Fund – Click on one or more checkboxes to narrow your search down to specific Fund(s). If nothing is selected, the report will run for all available Funds.

5.4 *Additional parameters*

Less commonly used filters (e.g. Program and Internal) are hidden by default to save space, but they can be revealed by selecting ON and pressing the Refresh button.

Program – Type a Program code into the search box and click the Search button. Any match found will appear in the left hand Results box; highlight it and press the Insert button to filter the report. Multiple items can be added to the Choices box by performing additional searches. Please note that data security is by Department; you will see values for Programs as long as they are within the Department IDs that you have access to. Filtering by a specific Program will not display all transactions if some are outside your faculty/unit.

Internal – The Internal code search prompt works the same way as the Program search. If a series of desired Internal codes begin with the same first few characters, you can type the beginning of the code and obtain multiple search results. In order to filter Internals *out* of the report, type a single space in the search box and click the Search button. A "Not Assigned to Internal" item will appear which can be added to the Choices box.

5.5 *The Results*

An example of the resulting report is displayed below:

Rows: Account Detail
Columns: Year
Year: 2007
Fund: 10 - Central Operating
Department: 66314 - IT - Enterprise Reporting
Program: All
Internal: All

As at Date: Sep-10-2007
Report Date: Sep-11-2008
User Name: grgrey

[Modify Report Contents]

			2007			
			Budget	Actual	Variance	Variance %
Revenue	Internal Revenue	48005 - Internal Rev - Operating Funds	[redacted]			
		Total Internal Revenue				
	Total Revenue					
Salaries and Benefits	Salaries	50145 - Pay - Undergraduate Salaries				
		53005 - Pay - Prof Supervis and Manag				
		53015 - Pay - Technical				
		53065 - Pay - Student Assistance				
		53075 - Pay - Overtime				
		53080 - Pay - Variable Pay - M&P				
		Total Salaries				
	Benefits	55170 - Ben - Staff Training				
		56005 - Allocated Benefits - MAPS				
		56010 - Allocated Benefits - AUPE				
		56015 - Allocated Benefits - Other				
		Total Benefits				
	Total Salaries and Benefits					
Non-Salary Expenses	Materials, Supplies and Serv	60035 - Miscellaneous Expenses				

5.6 *How to read the report*

The Variance columns are calculated as follows:

Variance = Budget – Actual
Variance % = Variance / Budget x 100 (signage reversed for Revenue)

The color of the Variance % provides a visual indicator of whether the Variance is within an acceptable range or not. For revenues, the favorable condition is for Actual to be larger than Budget, while the reverse is true for expenses:

Greater than 25% → **Excellent**
Between 25% and 0% → **Good**
Between 0% and -25% → **Fair**
Less than -25% → **Poor**

A blue underlined value indicates that a drill through to transaction details is available for that item. Click on a link to launch the Finance Analysis Detail report in a new browser window. It will display all detailed information that composed a particular cell. Be careful when attempting to drill through on items that may have large numbers of transactions (e.g. entire years or faculties), as this may take a long time to produce.

6 Finance Journal Detail

6.1 *What is this report for?*

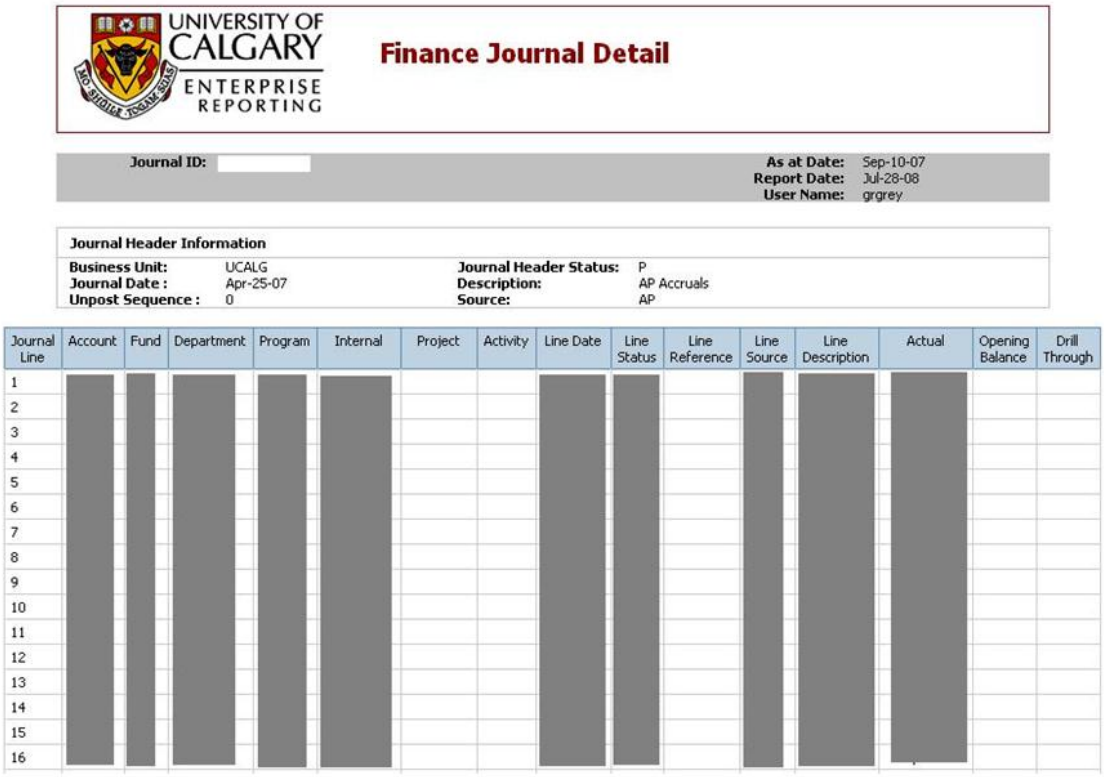
This report shows General Ledger Journal header and line information for a given Journal entry.

6.2 *Mandatory parameters*

Journal ID – Type a Journal ID in the left hand text box and press the Apply >> button. Journals are identified by Business Unit, ID, Date and Unpost Sequence, so there may be more than one search result displayed. If you do not know the entire Journal ID, you can type the first few characters and the Results box will show all matching entries. Only those Journals with at least one line to which you have Departmental access are viewable. Select one search result from the right hand box and press the Finish button.

6.3 *The Results*

An example of the resulting report is displayed below:



UNIVERSITY OF CALGARY
ENTERPRISE REPORTING

Finance Journal Detail

Journal ID:

As at Date: Sep-10-07
Report Date: Jul-28-08
User Name: grgrey

Journal Header Information

Business Unit:	UCALG	**Journal Header Status:**	P
Journal Date :	Apr-25-07	**Description:**	AP Accruals
Unpost Sequence :	0	**Source:**	AP

Journal Line	Account	Fund	Department	Program	Internal	Project	Activity	Line Date	Line Status	Line Reference	Line Source	Line Description	Actual	Opening Balance	Drill Through
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															

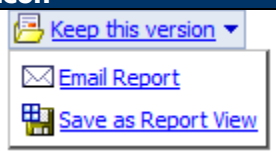
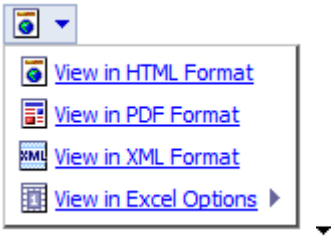
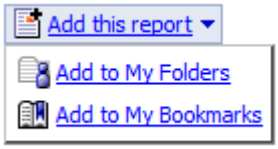
6.4 *How to read the report*

The report will display Journal header properties followed by line distribution information.

Department security settings are applied on a per-line basis. If a Journal was input such that every line has a Department ID you have access to, the whole entry will be displayed and balance to zero. Otherwise, the report will list only the portion of the Journal encoded to your unit(s).

A blue underlined value indicates that a drill through to further details is available for that item. You must have permission to use the target reporting package for a drill through to work. If you need to obtain access to additional packages, please contact the IT Support Centre.

7 Viewing and Saving the Report

Icon	Description
	Keep This Version - keep a copy of the generated report, either by emailing it, or saving it as a report view
	Run – returns to the previous screen to set new parameters and run a new report
	Drill Down / Drill Up - changes the level of detail shown
	Go To (Links) - identifies any links within the report that can be selected to open a new report
	View Options - exports the report to an HTML, PDF, XML, or Excel view
	Add This Report - saves a version of the report by adding it to "My Folders" or "My Bookmarks" sections in IBM Cognos Connection

8 Appendix: PS General Ledger Chartfields

Chartfield	Description	Values
GL Business Unit	• 5 characters • Designates a separate legal entity	• ARCTC = Arctic Institute of North America • FHOBO = Funds Held on Behalf of Others • UCALG = University of Calgary • UCFND = U of C Foundation • UTECH = University Technologies Inc.
Fund	• 2 characters • Segregate financial information to reflect the nature and restrictions of funding	• 10 = Central Operating • 20 = Other Operating • 30 = Carryover Reserves • 40 = Board Approved Reserves • 50 = Capital • 60 = Research • 70 = Other Restricted
Dept_ID	• 5 characters • Lowest level of responsibility centre reporting within the university • First two characters in a range will be “assigned” to a department	**conversion** • xxxx0 - where “xxxx” = faculty INTER • xxxxx - no relationship to INTER for non faculty units **post conversion** • xxxxx - where "xxxxx" = next sequential number in department’s range
Account	• 5 characters • Designates balance sheet or income statement account	• 1xxxx = Asset • 2xxxx = Liability • 3xxxx = Net Assets (Equity) • 4xxxx = Revenue • 5xxxx = Salary & Benefit Expenses • 6xxxx = Non-Salary Expenses • 7xxxx = Internal Transfers
Program	• 5 characters • Activity across faculties or departments such as a building, initiative, or academic session	**conversion** • xxxxx - where "xxxxx" = MEMO **post conversion** • xxxxx - where "xxxxx" = next sequential number
Internal	• 9 characters • Activity specific to one faculty or department	**conversion** • aaa0xxxxx – where "aaa" = source code & "xxxxx" = MEMO **post conversion** • aaaxxxxxx – where "aaa" = source code & "xxxxxx" = next sequential number
Project	• 8 characters • Designates a research & trust project (RT , PP or OP) or a PER (EX) project	**conversion** • aaxxyyyy – where aa = RT, PP, or PE, xx = MAJOR, yyyy = INTER • aazzzzzz – where aa = OP, zzzzzz = FEXT project number **post conversion** • aaxxxxxx – aa = RT, PP, OP, PE and “xxxxxx” = next sequential number
Activity	• 5 characters • Represents further subproject detail	**conversion** • xxxxx – where "xxxxx" = MEMO **post conversion** • xxxxx – “xxxxx” = next sequential number